



Learning. Technology. Innovation.

### Peak Pacific Knowledge Private Limited

Headquartered in UK, **Peak Pacific** is a global market leader in Learning, Technology and Innovation.

We are seeking talented, ambitious professionals to join our team to provide strategic leadership and inspire behaviour-changing ideas across multiple areas internally and our high-profile clients.

You will have the opportunity to work with globally recognised companies in industries where high stakes compliance and regulations matter and the opportunity to design and develop game-changing strategies with clients who welcome innovation and fresh thinking.

You will also play a key role in inspiring clients in the Airline, Transportation/Logistics, Banking/Finance, Healthcare, and other exciting verticals to find adventurous new ways to excite and engage learners across digital learning, enabling technologies, social media, gamification, mobile, VR, 3D, and other modes of learning and training.

Hong Kong | India | Singapore | UK | USA

## HR & Operations Executive

### Who are we looking for?

We are seeking an experienced HR professional to manage end-to-end HR operations and provide administrative and operational support to ensure smooth business functioning. This role combines strategic HR management with hands-on execution across recruitment, employee engagement, payroll coordination, vendor management, and office administration.

### KEY RESPONSIBILITIES HR Operations & Employee Lifecycle Management

- Manage the complete employee lifecycle (from Onboarding to Exit)
- Coordinate with hiring managers on hiring needs, interviewing and assessment process
- Conduct employee orientation and induction programs for new hires
- Maintain accurate employee records, ensuring compliance with labour laws and statutory requirements
- Conduct exit interviews and recommend improvements based on feedback

### Payroll & Attendance Coordination

- Provide monthly payroll inputs
- Ensure timely salary processing, wage deductions, reimbursements, and payslip generation
- Coordinate with the external finance team on payroll-related queries and documentation

### Employee Engagement & Relations

- Foster a positive, safe, and inclusive work environment
- Support employee grievances and concerns in the workplace promptly and professionally
- Support line managers where required in resolving employee relations matters
- Build strong interpersonal relationships across all levels of the organisation

### Employee Performance & Training Support

- Support the implementation of performance appraisal systems
- Identify training needs and coordinate training programs for employees
- Provide HR metrics and reports to management for informed decision-making

### Financial Coordination & Documentation

- Monitor and follow up on payment timelines (weekly, monthly, annual)
- Coordinate with the external finance team on invoices, budgets, and cash flow requirements
- Maintain NDAs, contracts, invoices, and renewals to ensure compliance with financial documentation and regulations
- Prepare and maintain MIS reports, tracker sheets, and requirement reports

### Administrative & Office Management

- Ensure efficient day-to-day office operations and administration
- Streamline administrative procedures and office workflows
- Monitor and manage office budgets effectively

- Maintain office supplies, facilities, and equipment

#### **Vendor & Contract Management**

- Negotiate with vendors and service providers for office-related services
- Maintain vendor contracts, agreements and documentation
- Evaluate vendor performance regularly and renew contracts as needed
- Track vendor-related payments, ensuring on-time payments at all times

#### **Experience & Qualifications**

- Bachelor's or Master's degree in Human Resources, Business Administration, or related field
- Minimum 4–5 years of hands-on experience in HR operations and administration
- Proven experience managing recruitment, employee relations, and HR processes

#### **Skills & Competencies**

- Strong understanding of HR systems, databases, and metrics
- Good knowledge of labour local laws and HR compliance requirements
- Excellent written and verbal communication skills, with strong interpersonal abilities to collaborate across teams in India and overseas
- Strong active listening, negotiation, and problem-solving abilities
- Proficiency in managing multiple priorities in a fast-paced environment
- Detail-oriented with strong organisational and time management skills
- Good working knowledge and hands-on experience using **Microsoft Word, Microsoft Excel, and Microsoft PowerPoint** for documentation, reporting, presentations, and data tracking

#### **Personal Attributes**

- People-oriented with a results-driven approach
- Proactive and hands-on with excellent execution capabilities
- Team player who can work effectively with employees, managers, and external stakeholders
- Adaptable and comfortable working in a dynamic, growing organisation
- Passionate about creating positive employee experiences

#### **What We Offer**

- A collaborative and growth-oriented work environment
- Exposure to end-to-end HR operations and cross-functional work
- Competitive compensation and opportunities for professional development
- Working experience in an international company
- Self-development opportunities

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To Apply Please send your resume to: [careers@peakpacificgroup.com](mailto:careers@peakpacificgroup.com)

All personal data will be used solely for recruitment purposes and retained for 60 days only.